

Professional Growth Plan (PGP) Guide

For Information from the Louisiana Department of Education related to PGPs visit:

<http://www.louisianabelieves.com/resources/library/compass>

Writing and Implementing Professional Growth Plans (from the Louisiana Department of Education)

What is the Purpose of a PGP?

Professional Growth Plans (PGPs) provide an opportunity for educators to set specific goals and create action plans that will help them improve their professional practice and help their students meet more rigorous standards.

What Makes a Strong PGP?

A strong PGP is aligned to the standards of professional practice upon which the educator will be evaluated and targets specific needs and strengths within those standards that reflect that employee’s greatest opportunities for growth. A strong PGP should include a set of action steps, resources needed, and target dates of completion to ensure that the plan results in concrete actions and measurable outcomes for the educator.

Developing a Strong Professional Growth Plan

Educators can use their Compass evaluations from the 2016-2017 school year to guide the development of their PGP for 2017-2018.

Use the Areas of Growth targeted in the Compass evaluations to develop an action plan designed to strengthen one of those areas.

Review school-wide data with an evaluator to discuss opportunities for professional growth that will be provided to the entire faculty. Determine how each educator can best utilize these resources to improve professional practice and help their students achieve growth.

EXAMPLE:

Employee Name: John Doe

Goal 1 of 2 : By the end of the school year I will have successfully developed a long term plan for Civics and Free Enterprise that better aligns with the goals of the Common Core State Standards and present for district-wide use.	<input checked="" type="checkbox"/> Planning and Preparation <input type="checkbox"/> The Classroom Environment <input type="checkbox"/> Instruction
---	--

	Action Steps	Resources Needed	Target Date
1	Research Common Core State Standards for High School Social Studies to determine changes	Common Core Website Louisiana Department of Education Online	9/1/2012
2	Create revised list of course goals, essential questions, and objectives using CCSS and	Louisiana GLEs for Civics and Free Enterprise.	9/15/2012
3	Attend National Council for Social Studies Conference to collaborate with peers and further	Time off for travel. Registration fees	10/25/2012
4	Present new learning from conference to Social Studies teachers at monthly PD day.	Time in PD Day agenda. TBD materials for presentation	11/15/2012
5	Convene group of social studies teachers to refine new course goals, essential questions and	Long term planning template Collaboration team	1/10/2013
6	Present revised long term planning document for district adoption.	Collaboration team. Meeting time with curriculum and instruction	2/28/2013
7	Revise long term plan to be ready for adoption and publication with other district resources for		3/31/2013

Teachers' PGPs should align with the growth plan established by school leaders so as to maximize opportunities for support and professional development that will be available at the school site. School Improvement Plans and Principal/Assistant Principal PGPs can be used to guide the development of PGP goals for educators.

EXAMPLE:

Employee Name: John Doe

Goal 2 of 2 :	<input type="checkbox"/> Planning and Preparation <input checked="" type="checkbox"/> The Classroom Environment <input type="checkbox"/> Instruction
By the end of the year, I will have established classroom procedures that will help maximize instructional time and decrease student disruption as indicated on observation notes from observers and evaluators.	

	Action Steps	Resources Needed	Target Date
1	Research best practices in high school behavior management systems.	Reading recommendations from Master Teacher.	8/12/2012
2	Establish a developmentally-appropriate system of rules, rewards, and consequences for high	Sample exemplary management systems. Materials for visual display, tracking, and	8/21/2012
3	Establish list of priority procedures to maximize instructional time.	Collaboration time with master teacher to identify key procedures.	8/28/2012
4	Introduce procedures to students and refine.	Sample plans for delivery of procedures. Observation and feedback from observers	9/5/2012
5	Reflect on progress and revamp plans as necessary for second semester.	Observation and feedback from observers and evaluators.	12/15/2012

Entering PGPs into CIS

Follow the steps below to enter your PGPs into CIS:

- In the top row of tabs, click "PGP."
- In the second row of tabs, click "Set" and then click "Add" to the right of the screen.
- Fill out the *Goal and Action Steps for this Goal* box with the appropriate information.
- Make sure to check all boxes that apply in the *Align Goal to Domain* section.
- Once you have completed your PGP, click "submit."
- Repeat the steps above to add another Goal.

***Note:** Evaluators are not required to acknowledge employee PGPs.*